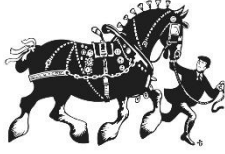


Saturday 12th September 2020



THE ROMSEY SHOW
EST. 1842

FOR OFFICE USE ONLY			
Confirmed Rec	Paid (£)	SMACS	STAND NO.
Receipt	Scanned		
Power	Table	Chairs	
Website	Overnight		

SHOPPING & CRAFT BOOKING FORM

(Closing Date 31st July 2020)

Trading Name:	Contact Name:
Address:	Telephone:
	Mobile Number:
	Email:
Postcode:	Website:
Twitter:	Facebook:
Describe your business/products in 30 words or less for your free entry in our show guide:	

Enter your requirements in the table below: EARLY BIRD – FULL PAYMENT BY 31st MAY 2020.

1 Selling face ONLY - £150 per space OR Early Bird Discount £135	No. Required	£
2 Selling sides CORNER - £185 per space OR Early Bird Discount £170		£
Chairs @ £5.00 each		£
6ft Tables @ £10.00 each		£
Electricity @ £80.00 (max 16amp split over 2 items)		£
Additional Admission Wristbands @ discounted rate of £15.00 each. (each stand will be allocated 2 free wristbands)	No. of Wristbands	£
Website Link @ £25.00 www.	YES / NO	£
GRAND TOTAL (The Society is not VAT registered and endeavours to use this application as a receipt/invoice where possible).		GRAND TOTAL
Please complete the PAYMENT FORM on page 3.		£
Size of Pitch - Each space is 3m frontage x 2.4m depth . Spaces are next to each other & Exhibitors must not exceed the pitch area.		

Have you exhibited at the show before? (please circle) If no, please include a website link and/or photos of your stand.	YES / NO
Returning 2019 Exhibitors – Tick here if you would like a similar location to your 2019 pitch. Providing the design of the marquee does not change, 2019 Exhibitors will be given priority for applications (inc. payment) submitted by 15 th June 2020. <input type="checkbox"/>	
VEHICLES ALL vehicles MUST be off the showground by 8am on show day and may NOT return until after 6pm. WRISTBANDS AND VEHICLE PASSES ARE ESSENTIAL FOR ACCESS TO THE SHOWGROUND ON SHOW DAY.	

Staying Overnight on Site:

The Romsey Show does not offer any overnight accommodation, however due to fire regulations, in case of an emergency, if you do intend to stay overnight please complete the details in the boxes below. You can only stay on site overnight on the days listed below. Any Exhibitor we do not have details for may be asked to leave the site by our Security. If arrangements change between submitting the application form & the Show, please contact the Show Office by Mon 7th September 2020 with details:

Exhibitor:	
Emergency Mobile Number:	
Number of people staying on site overnight:	
Date(s) staying on site <i>Please select date(s)</i>	Thursday 10 th September 2020 Friday 11 th September 2020
Please select the relevant type of overnight accommodation:	Staying within trade stand Staying in a caravan Staying in a tent Staying in a stock vehicle

Please note – Exhibitors may only stay overnight in Trade Park 1. Exhibitors are not allowed to sleep overnight within Show marquees. Please read the 2020 Exhibitor Terms & Conditions for more details on overnight arrangements that Exhibitors must adhere to.

ALL APPLICATIONS ARE FOR CONSIDERATION AND **WILL NOT** BE REVIEWED OR ACCEPTED WITHOUT A SIGNATURE AND FULL PAYMENT.

By signing this you agree to having read the Exhibitor Terms & Conditions 2020 and agree to abide by them.

Communications Policy

By Signing below, you agree that The Romsey Agricultural & Horse Show Society may use any personal contact information you provide in order to contact you in the future about The Romsey Agricultural & Horse Show Society future shows, show news and related events

Date:

Signature:

<p align="center">EARLY BIRD discount prices ONLY apply if FULL payment is received by 31st May 2020</p> <p align="center">CLOSING DATE for applications 31st JULY 2020</p> <p><u>All applications MUST include:</u></p> <p><input type="checkbox"/> A Payment Form (page 3)</p> <p><input type="checkbox"/> 2020 Exhibitor Health & Safety Assessment (pages 5-6) signed</p> <p>Personal Generators are NOT permitted in the marquee.</p> <p>Water will be available nearby. The sale of refreshments is NOT permitted; facilities are provided by caterers on the show ground.</p>

Return to: The Secretary, Romsey Show, 4 The Old Carhouses, Broadlands, Romsey, Hampshire SO51 9LQ



Shopping & Craft Exhibitor Payment Form

THE
ROMSEY SHOW
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(Please include this form with your Booking Form & Risk Assessment)

EARLY BIRD discount ONLY applies if FULL payment is received by 31st May 2020

Company Name:	
Total Payment Due:	£

Please select your payment method below and fill in the relevant details:

<input type="checkbox"/> BACS Payment	
Date Payment will be/has been submitted:	
Payment reference used/to be used:	
Do you require an invoice prior to payment:	YES / NO
<u>Romsey Show Account details:</u>	
Account name: Romsey Show	Account Number: 21587368
	Sort Code: 30-97-14

<input type="checkbox"/> Payment by Credit/Debit Card – PLEASE ONLY SEND YOUR FORM VIA POST if you wish to include card details for payment	
Card Number:	
Expiry Date:	Security Code (last 3 digits):
Security Code:	
Postcode:	
House Number: (if applicable)	

<input type="checkbox"/> Cheque Enclosed
Please make cheques payable to ROMSEY SHOW and include with your application form.

Thank you for submitting your payment details. A receipt confirming payment of your stand will be sent to the contact listed on the application form. *This form will be shredded once payment has been confirmed.*



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2020 Exhibitor Health & Safety Assessment Questionnaire

This form is part of your application and therefore must be fully completed and returned with the rest of your application to the Show Office. Where evidence is requested (i.e. Public Liability Insurance), this must be available for inspection at all times whilst on the show site.

It is your responsibility to ensure that suitable and sufficient risk assessments are carried out to cover your operations and activities at our Show. You are also required to consider the risk of fire within your stand / structure. Failure to comply with reasonable health and safety precautions may result in you being removed from the site.

Company Name:	
Name of Onsite Manager:	
Emergency on-site Telephone Number:	
Please provide a description of the product(s) on display and / or activities taking place. Please include the intended size and structure of your stand / unit:	

Insurance			
1.	Do you hold Public Liability Insurance to cover your attendance at the Show? <i>(Evidence of this insurance must be available during the Show)</i>	Yes	No
Name of Insurer:		Amount of Cover (£):	
		The Policy Term: (Date from – Expiry date)	

Risk Assessment		
Have you completed a full and thorough risk assessment covering your stand / structure set up, break down and the operations you intend to undertake? This must include (but not limited to): Vehicle movements, erection of marquee / stand, work at height (including the use of ladders), use of machinery, manual handling, slips, trips & falls, hazardous substances, adverse weather conditions etc. (Evidence of this assessment must be available during the Show) Visit www.hse.gov.uk if you require a Risk Assessment Template.	Yes	No

General		
Do you intend to dig, excavate or, pin into the ground to such a depth that you may come into contact with underground services such as cables or pipework? If yes, please contact the Show Office for advice of procedures.	Yes	No

Catering			
If you are providing catering (food / drinks), are you registered with your local authority?	Yes	No	N/A
Name of Authority Registered with:			
Do you hold a Food Hygiene Rating?	Yes	No	N/A
	Rating Held		
Will you be selling alcohol? If so, have you obtained a TEN's licence from the relevant Authority? <i>(Evidence of this must be available during the Show)</i>	Yes	No	N/A

Fire Assessment			
Are the structures, roofing, walls and fittings of your stand / unit flame retardant?	Yes	No	N/A
Will stand exits be maintained and kept unobstructed at all times?	Yes	No	N/A
Have your staff been made aware of what to do should an incident occur? Do they know how to raise the alarm, evacuate the stand / unit and operate the firefighting equipment supplied?	Yes	No	N/A
Have you identified all ignition sources and ensured they are kept away from combustible / flammable materials?	Yes	No	N/A
Do you have sufficient refuse bins and ensure all refuse is kept away from your stand/ unit?	Yes	No	N/A
Have any portable appliances been PAT tested by a qualified person in the last 12 months?	Yes	No	N/A
Are you aware that generators and LPG gas are not permitted in the marquee?	Yes		
Are you aware that you must not stock certain items such as: fireworks, garden flares, candles, tea lights etc.? (Candles are permitted with permission)	Yes	No	N/A
If staff are sleeping within the stand / unit is a working smoke detector fitted and, are exit routes maintained throughout the evening / night?	Yes	No	N/A
Are you aware that open fire, naked flames are not allowed on the showgrounds (without prior permission from Show management)?	Yes		
If you have answered "No" to any of the above questions, please provide details of the actions taken to avoid any dangerous situations arising:			
DECLARATION: I / we hereby confirm that we will take all due care and diligence with regards to the health, safety and fire risks on our stand / unit and, will have all requested documentation (see above) available for inspection whilst at the Show and, have informed all onsite staff (including any appointed contractors) of this assessment.			
Date Completed:			
Stand / Unit Responsible Person:			
Signature:			

For completion by Show Office only:		<i>Initials:</i>
Have all sections of this questionnaire / assessment been completed?	Yes / No	
Is further information required from the Exhibitor / Trader?	Yes / No	
Approved for entry onto the Approved Exhibitors / Traders List?	Yes / No	